



Eviction Services at OCZO LLP

Specialising in tenant evictions, we offer landlords a cost-effective solution without compromising on the quality of support and guidance. Our commitment to excellence ensures landlords can swiftly reclaim their properties. We expedite the service of notices to tenants and provide expert advice on navigating the regulatory requirements for valid notice.

Our Landlord and Tenant Dispute Resolution Department handle an average of 80 – 100 eviction cases per month. You can rest assured that our capable and qualified team is always available to assist whenever required.

With extensive experience in housing law, we remain up to date with the latest statutory changes and understand the key distinctions between English and Welsh law.

Time is of the essence, as urgent deadlines must be met. Do not hesitate to contact us today to discuss how we can assist with your landlord and tenant matters.

By partnering with one of our specialist landlord and tenant solicitors, you will receive tailored advice and a strategic approach for the future.

| 17 Woodstock Street, London W1C 2AJ |
info@oczollp.com | www.oczollp.com

OCZO LLP a limited liability partnership registered in England and Wales with registered number OC455850. OCZO is authorised and regulated by the Solicitors Regulation Authority (SRA) under SRA number 8012024. A list of members of the firm is available for inspection at its registered address. This firm does not accept the services of legal proceedings by email, except where expressly agreed on a case-by-case basis.

List of fixed fees for Landlord/ Tenant Dispute Resolution 2026

Step 1 – Pre-action Matters

Assured Shorthold Tenancy (AST)

Kindly note that we currently charge a fixed fee of **£190.00 plus VAT** for pre-action matters, this includes setting up file, assessing all paperwork and documents, liaising with Client and the Tenants and the service of a Letter Before Action (LBA) if required.

Importance notice: Third party disbursements including court fees are subject to change. We will keep you notified if and when the fees change.

General Correspondence	
Creating files, evaluating paperwork, drafting, and sending basic notices via postal service to tenants (pending proper documentation) are part of our services. We also specialize in handling Section 8 non-rent related cases, providing thorough review and exploring available alternatives below.	£100.00 plus VAT
Letter Before Action	£90.00 plus VAT
Consultation Fee/ Teams Meetings	There is no charge for the first 30 minutes. Thereafter, we charge £175.00 plus VAT per additional 30-minute session.

Deposit Scheme and Compliance Check and Remedy	£150.00 plus VAT
Preparing Rent Schedule	£90.00 plus VAT

Drafting and Serving Notices		
Service of Section 8 Notice on grounds of rent arrears (if all the paperwork is in order)	Drafting and Service of Notice	£150.00 plus VAT
Section 21 Notice	Drafting and Service of Notice	£150.00 plus VAT
Service of both Section 8 and 21		£250.00 plus VAT
The above fees also include the service of an additional Section 8 or Section 21 notice in circumstances where the previous notice expired.		
Review of Section 8 or Section 21 not drafted or served by us		£200.00 plus VAT

Other Notices

Non-Rent Related Section 8 Notices	
Grounds relating to Schedule 2 of the Housing Act other than rent arrears (Grounds 8,10 or 11)	£250.00 plus VAT
Notice to Quit	£200.00 plus VAT
Section 48 or Section 3 Notice	£70.00 plus VAT
Section 13 Notice	£70.00 plus VAT

Step 2 – Commence Proceedings

<u>Standard Possession Claim via Section 8</u>	
Online Claim (PCOL)	£1,100.00 plus VAT
*Advocate Fee	£175.00 plus VAT
Court Fees	£404.00
Fee covers: Reviewing documentation, drafting claim form, case preparation including preparing hearing bundle and supplementary witness statement, briefing the Advocate ahead of the hearing Disbursements covered: court filing fee and Advocate's fee for making representations at the hearing. Advocate Fees are subject to change and will be charged based on the fee provided by the advocate.	

<u>Paper Possession Claim via Section 8</u>	
Paper Claim	£1,300.00 plus VAT
*Advocate Fee	£200.00 plus VAT
Court Fees	£404.00
Fee covers: Reviewing documentation, drafting claim form, case preparation including preparing hearing bundle and supplementary witness statement, briefing the Advocate ahead of the hearing Disbursements covered: court filing fee and Advocate's fee for making representations at the hearing. Advocate Fees are subject to change and will be charged based on the fee provided by the advocate.	

Accelerated Possession via Section 21	
Accelerated Paper Claim	£900.00 plus VAT
Court Fees	£404.00
Fee covers: Reviewing documentation, drafting claim form and accompanying exhibits, case preparation including preparing hearing bundle and supplementary witness statement. Disbursements covered: court filing fee. Please note: If a hearing is listed, an additional fee will be payable for advocate representation.	

Non-Rent Related Possession via Section 8 (Undefended Claim)	
Non-Accelerated Paper Claim	£1,300.00 plus VAT
Court Fees	£404.00
*Advocate Fee	£175.00 plus VAT
Non-rent related section 8 on grounds other than rent arrears (8, 10 & 11). Fee covers: Reviewing documentation, drafting claim form and accompanying exhibits, case preparation including preparing hearing bundle and supplementary witness statement, briefing the Advocate ahead of the hearing. Disbursements covered: court filing fee and Advocate's fee for making representations at the hearing. <i>Please note: If the claim is defended, additional work will be charged at our hourly rate as set out in our Terms and Conditions.</i>	

Advocate Fees are subject to change and will be charged based on the fee provided by the advocate.

Applications to Suspend Warrant

Our professional fees	£300.00 plus VAT
*Advocate Fee	£225.00 plus VAT
Fee covers: Case preparation including preparing application to dismiss bundle, supplementary witness statement and briefing the Advocate ahead of the hearing. Disbursements covered: Advocate's fee for making representations at the hearing. Advocate Fees are subject to change and will be charged based on the fee provided by the advocate.	

Non-Assured Shorthold Tenancies

If the tenancy is not an AST (e.g. Licence agreement, Lease etc.) and requires a Notice to Quit or involves other complicated matters such as subletting, non-protected tenancy deposits or you would like us to take over a file then the matter our fees will be in the sum of **£900.00 plus VAT**.

You will always be advised on the best course of action and given an estimate of the likely fees to be incurred for regaining possession of your property.

However, this scope of work is limited to the above and does not apply once the matter becomes contentious, i.e. commencing possession proceedings or a money claim against the Tenants.

Kindly note that this incurs a separate charge.

Non-Assured Shorthold Tenancies	
Possession Claim	£800.00 plus VAT
Court Fees	£404.00
Advocate Fee	<i>This will be determined on a case-by-case basis.</i>
Fee covers: Reviewing documentation, drafting claim form and accompanying exhibits, case preparation including preparing hearing bundle and supplementary witness statement, briefing the Advocate ahead of the hearing. Disbursements covered: court filing fee and Advocate's fee for making representations at the hearing.	

Squatters and Trespass Claims	
Our professional fees (Up to the first hearing, subsequent hearings will be charged at the relevant fee earners hourly rate)	£1,500.00 plus VAT
Court Fees	£404.00
Advocate Fee	<i>This will be determined on a case-by-case basis.</i>
Process Server Fees	£150.00 plus VAT
Fee covers: Reviewing documentation, drafting claim form and accompanying exhibits, case preparation including preparing hearing bundle and supplementary witness statement, briefing the Advocate ahead of the hearing.	

Disrepair Claims and Housing Regulations	
Our professional fees	Charged at our hourly rates (as set out in our Terms and Conditions).
Advocate Fee	<i>This will be determined on a case-by-case basis.</i>
This applies to matters involving: Receiving or drafting a Pre-Action Protocol letter relating to housing conditions; Rent Repayment Orders; Injunctions, e.g. to compel a landlord to carry out a gas safety check; Non-Compliance with Selective Licence requirements. Our professional services include: Responding or Drafting a letter of claim, Instructing and liaising with an expert to obtain a report (if required), Negotiating with the Other side's solicitor with a view to settlement. If settlement is not reached, preparing and submitting the defence, complying with disclosure obligations, preparing witness statements, and attending court. Disbursements may include: experts' reports, court fees, and counsel's fees for making representations at the hearing (if required).	

Non-Protection of the Deposit Claims	
Our professional fees	Charged at our hourly rates (as set out in our Terms and Conditions).
Court Fees	<i>This will be determined on a case-by-case basis.</i>
Advocate Fee	<i>This will be determined on a case-by-case basis.</i>
Fee covers: Receiving or drafting a Pre-Action Protocol letter in relation to a deposit protection claim; reviewing all relevant documentation; drafting the claim form or defence,	

including supporting exhibits; preparing the case, including hearing bundle and any supplementary witness statement; and briefing the advocate in advance of the hearing.

Money Claims (“MCOL”)

To commence a money claim against a Tenant who has vacated the property but is in rental arrears, our professional fees are in the sum of **£500.00 plus VAT (£600.00 inclusive of VAT)**.

Claim (£)	Court Fees
Up to £300.00	£35.00
£300.01- £500.00	£50.00
£500.01 - £1,000.00	£70.00
£1,000.01 - £1,500.00	£80.00
£1,500.01 - £3,000.00	£115.00
£3,000.01 - £5,000.00	£205.00
£5,000.01 - £10,000.00	£455.00
£10,000.01 to £200,000.00	5% of the value of the claim
Over £200,000.00	£10,000.00

Court fees for the same are based on the value of the claim, plus any interest.

Step 3 – Enforcement

Once an order of possession is obtained and the Tenant fails to vacate the property, a Warrant of Possession will need to be obtained to engage the services of a County Court Bailiff to ensure vacant possession. Please note this is for rental arrears in the sum of **£5,000.00** and below.

Warrant of Possession	
Our professional fees for drafting the application	£200.00 plus VAT
Court Fee	£148.00

To enforce a judgment for rent arrears of **£5,000.00** or less, a Warrant of Control may be obtained to instruct a County Court Bailiff to attend the judgment debtor's premises and seize goods in satisfaction of the debt.

Warrant of Control	
Our professional fees for drafting the application	£200.00 plus VAT
Court Fee	£77.00
However, there are other fees that can be charged by bailiffs, such as fees for initial checks, taking control of goods, and removing and selling them.	

High Court Enforcement Bailiffs

If the arrears are over **£5,000.00** and the matter may need to be transferred to the High Court for the enforcement of the Order of possession. The services of a High Court Enforcement Agent will need to be engaged as well as an application for a Writ of Possession and/or Writ of Control in order to recover the arrears and ensure vacant possession of the Property. In such scenario, the following fees apply:

Transfer to High Court for a Writ of Possession	
Our professional fees for drafting the application	£400.00 plus VAT
Court Fee	£303.00
Additional Court Fee to process the transfer to the High Court Enforcement Agent	£78.00

If order to transfer up to High Court is obtained in the initial Possession order, only the fees below are payable

High Court Bailiff Fee (Third-Party Disbursements)	
First hour of the Agent's attendance	£600.00 plus VAT
	£125.00 plus VAT per hour per agent for subsequent hour (if necessary)
Additional Court Fee to process the writ	£78.00
High Court Bailiffs Creditors Guarantee Fee	£90.00

Please note that where we obtain permission to transfer the matter to the High Court for enforcement by bailiffs, we do not charge any professional fees for enforcement unless the matter becomes protracted. We will notify you should that situation arise.

If there are unforeseen circumstances, the scope of our work changes or your instructions change, we may have to increase our charges. We shall inform you before we incur any additional costs.

In addition, there may be a number of expenses which we shall have to pay to third parties. These charges must also be paid by you but you will be notified before they are incurred.

If you require any further information, have any queries or need advice on any aspect of the above matter please do not hesitate to contact us at: info@oczollp.com.